
USAREUR Bulletin

Number 7

HQ USAREUR/7A, Unit 29351, APO AE 09014

1 April 2001

This bulletin expires 1 year from date of publication.

ODCSPER REDESIGNATION

The Office of the Deputy Chief of Staff, Personnel (ODCSPER), HQ USAREUR/7A, has been redesignated as the Office of the Deputy Chief of Staff, Personnel and Installation Management (ODCSPIM), HQ USAREUR/7A. The designation ODCSPIM, HQ USAREUR/7A, will be used instead of ODCSPER, HQ USAREUR/7A, in all documents in all media, both printed and electronic.

DUBOS

The 5th Signal Command and the Office of the Deputy Chief of Staff, Information Management (ODCSIM), HQ USAREUR/7A, have developed a new, web-based system to make the telephone control officer (TCO) job easier and more efficient. This system, the DSN Usage and BASECOM Ordering System (DUBOS), allows TCOs to review and validate unit Defense Switched Network (DSN) and "99" telephone calls as required by AR 25-1 and USAREUR Supplement 1.

TCOs of USAREUR and non-USAREUR units that receive DSN service from an Army switch may use DUBOS. This system—

- Is menu-driven and user-friendly.
- Provides TCOs their unit's combined DSN and "99" use and itemized use by telephone number. Information is provided on-screen and may be downloaded in Excel file format.
- Allows the TCO to search for calls that exceed a dollar limit determined by the TCO.

DUBOS is at <http://www.dubos.aurer.army.mil>. A password is needed to use the system. TCOs may obtain passwords after 15 April 2001 from Mr. Dube (381-8238) and Mr. Hanauer (381-7515). TCOs must provide a copy of their appointment orders before they will be given a password. Appointment orders may be sent by fax (381-8915).

Personnel who need more information may contact Mr. Meyer at DSN 370-7151, fax 370-6568, or e-mail: meyerj@hq.hqusareur.army.mil.

NEW AR 25-50

AR 25-50, Preparing and Managing Correspondence, has been revised. The new edition is dated 5 March 2001 and will be effective 5 April 2001. This revision—

- Eliminates the use of endorsements. Memorandums will be used instead of endorsements.
- Eliminates the requirement to place Modern Army Record-keeping System (MARKS) numbers on correspondence.
- Modifies the style for address lines (the MEMORANDUM FOR line).
- Provides new guidance on using abbreviations.
- Revises DA Form 1222 (Routing Slip).

NEW ELECTRONIC PUBLICATIONS

The following USAREUR publications have just been published and are available only in electronic format in the Electronic Library of USAREUR Publications and AE Forms at <http://www.aeaim.hqusareur.army.mil/library/home.htm>:

- USAREUR Supplement 1 to AR 25-1, The Army Information Management Program, 1 April 2001
- USAREUR Regulation 405-4, Acquiring, Managing, and Disposing of Real Estate in Belgium, the Netherlands, Luxembourg, and the United Kingdom, 21 March 2001
- USAREUR Regulation 710-23, Centralized Procurement of Commanders Coins in USAREUR, 16 March 2001

NEW USAREUR COMMAND MEMORANDUMS

The following USAREUR command memorandums have been distributed as shown:

- USAREUR Army Communities of Excellence Competition Fiscal Year 2001, AEAGA-IM (370-7434), 20 March 2001 (Dist: Sp (ASG commanders))
- USAREUR Activity Based Costing/Activity Based Management Program Policy, AEAGF-PB (370-4027), 23 March 2001 (Dist: C)
- Designation of the Office of the Deputy Chief of Staff, Personnel and Installation Management (ODCSPIM), AEAGA-IM (370-7415), 29 March 2001 (Dist: A)

Units included in the distribution should have received their copies. Proponent telephone numbers are listed after the office symbols. These memorandums are also available in the Electronic Library of USAREUR Publications and AE Forms at <http://www.aeaim.hqusareur.army.mil/library/home>.

NEW USAREUR COMMAND POLICY LETTER

The following USAREUR command policy letter has been distributed as shown:

➤USAREUR Command Policy Letter 22, Interviewing of Officers Who Decline Lieutenant Colonel and Colonel Command, AEAGA-M (370-8543), 27 March 2001 (Distr: B)

Units included in the distribution should have received their copies. The proponent telephone number is listed after the office symbol. This policy letter is also available in the Electronic Library of USAREUR Publications and AE Forms at <http://www.aeaim.hqusareur.army.mil/library/home.htm>.

USAREUR PUBLICATION RESCISSIONS

The following USAREUR publications are rescinded (proponent staff offices at HQ USAREUR/7A are shown in parentheses):

➤USAREUR Pamphlet 25-50, Preparing and Managing Correspondence in USAREUR, 5 October 1995 (ODCSIM)

➤USAREUR Command Policy Letter 23, Commander's Coins, 7 August 2000 (OJA)

➤Memorandum, HQ USAREUR/7A, AEAIM-SM-PB, 6 April 1999, subject: USAREUR Policy on Personal Use of Telecommunications Networks (ODCSIM)

➤Memorandum, HQ USAREUR/7A, AEAIM-SM-PB, 6 April 1999, subject: Commercial Integrated Services Digital Network (ISDN) Lines in Quarters (ODCSIM)

➤Memorandum, HQ USAREUR/7A, AEAIM-SM-PB, 14 April 1999, subject: Delegation of Approval Authority for Automation Equipment (ODCSIM)

➤Memorandum, HQ USAREUR/7A, AEAIM-SM-PB, 14 April 1999, subject: Computer Software Policy (ODCSIM)

➤Memorandum, HQ USAREUR/7A, AEAGD-TS, 1 September 1999, subject: Centralized Procurement of Commander's Coins in USAREUR (ODCSLOG)

➤Memorandum, HQ USAREUR/7A, AEAIM-SM-ISB, 6 April 2000 subject: USAREUR Video Teleconferencing Policy (ODCSIM)

OPERATION JOINT FORGE AND OPERATION ALLIED FORCE SCROLLS OF APPRECIATION

The CG, USAREUR/7A, has approved scrolls of appreciation for personnel who have taken part in recent deployments.

The Operation Joint Forge Scroll of Appreciation and the Operation Allied Force Scroll of Appreciation may be presented to military and civilian personnel who took part in or supported these operations.

Eligible personnel include those from USAREUR and other commands (for example, SHAPE, USEUCOM, USAFE), temporary change of station (TCS) augmentees from the continental United States, rear-detachment personnel, and members of affected family support groups.

The scrolls have the signature of the CG, USAREUR/7A. The first lieutenant colonel in the chain of command or supervision may countersign the scroll on the line at the lower left. Units and offices will present the scroll at an appropriate ceremony.

Commanders and staff sections should request these scrolls through their unit publications clerks. Publications clerks may order the scrolls through the USAREUR Publications System (UPUBS) at <http://upubs.army.mil>. The nomenclature for ordering—

➤The Operation Joint Forge Scroll of Appreciation is US MISC Pub 19.

➤The Operation Allied Force Scroll of Appreciation is US MISC Pub 21.

HOW TO USE THIS BULLETIN

HQ USAREUR/7A publishes the USAREUR Bulletin (UB) on the 1st and 15th of each month.

The UB is distributed only by e-mail. Publications clerks who subscribe to the UB will forward each edition of the UB to e-mail accounts in their areas of responsibility.

Personnel with questions or comments about this bulletin may contact the UB editor by telephone (370-6755) or e-mail (pubsmail@hq.hqusareur.army.mil).

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